

Believe and Achieve



We aim to be an inclusive, caring school where we give everyone the time and support needed to challenge and guide one another - to open minds and widen horizons - to work together towards the flourishing of all members of our school community so that everyone can fulfil their potential.

If you believe, you will receive whatever you ask for in prayer.
Matthew 21:22



Claypole Church of England Primary School Starting School



Induction Information (03): Starting School in September

Key Induction Information



We are very pleased to welcome your child here at Claypole Church of England Primary School. We look forward to working closely with you over the coming years to ensure that your child really enjoys their time with us and achieves their very best.

Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high-quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.



**Best wishes,
Martyn Wells BA (Hons) QTS, NPQH, NPQEL
Headteacher**



@ClaypolePrimarySchool

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KOINONIA PEACE JUSTICE RESILIENCE RESPECT TRUST CONTENTMENT

We value the potential of home-school links and make every effort to involve parents/carers in the learning and development of children.

Best wishes,

Everyone from the Claypole Church of England Primary School Team

Shopping For Essentials



What a child wears to school reflects their learning. It portrays the school's ethos and shared positive values. We have a smart but simple uniform that we encourage all pupils to wear. This is a navy sweatshirt, white or blue polo shirt and charcoal-grey trousers, shorts or skirt. Pale-blue gingham dresses can also be worn in the summer months.

Uniform with the Claypole logo can be purchased from www.uniform-direct.com The Uniform Direct branch in Lincoln, on the High Street, also holds a small supply of stock in store. From Uniform Direct, you will be able to purchase jumpers, cardigans, fleeces, polo-shirts and book bags. Lots of supermarkets also sell navy blue sweatshirts and white & blue polo shirts... there is no obligation for the children to wear 'logoed' clothing.

All items of uniform should be clearly named. Children are asked to wear grey socks and sensible black shoes (not trainers or boots please). Jewellery, other than watches, is not permitted and studs or sleepers only are to be worn in pierced ears.



It is important for pupils to wear the correct clothing for physical activities. For PE, children require a white or navy t-shirt, navy shorts and plimsolls. For games activities outside, children need trainers as well. Track suits, preferably navy or fleeces may be worn for games during the winter months. All clothing should be clearly labelled. Jewellery must not be worn for sporting activities and long hair should be tied back.

School Lunches



School dinners are fantastic: freshly cooked in our own kitchen every day! Miss Kurvink and Miss Hammond... well most the staff to be honest... tend to eat with the children at lunch time too. All pupils in Reception and KS1 are offered a free school meal daily under the infant free school meals scheme – hot meals are freshly prepared in our school kitchen every day using local produce. Schools are legally required to provide meals that comply with the School Food Standard. These standards are intended to ensure that children get the nutrition they need across the whole school day and govern all food and drink on offer within the school. We work with local produce providers, in liaison with parents to cater for any pupils with special dietary needs.

Menus are supplied to parents in advance so that meals can be pre- ordered; parents can choose not to take-up a school lunch for their child, in which case children should bring a healthy packed lunch into school. For children who bring a packed lunch into school each day, we encourage these to be healthy in content and ask parents not to include sweets, chocolate, crisps or fizzy drinks.

As we have children and staff who suffer from nut allergies, we also ask that no products containing nuts are included in lunch boxes. Our menu is also uploaded onto the school website.

If your child wishes to change from packed lunches to school dinners or vice versa, the school office should be notified and the change will take effect from the beginning of the next full week.

School Milk & Fruit/Vegetable Scheme

One significant change in the new School Food Standards is that from January 2015, lower fat milk or lactose reduced milk must be available for drinking at least once a day during school hours. Milk will be offered free of charge to pupils entitled to free school meals (FSM), and to all pupils under the age of 5. Parents of pupils age 5 and above, will be given details of how to order and pay for school milk through our provider, Cool Milk.

Children need to bring a water bottle to school.

You may like your child to have a mid-morning snack. We welcome fruit and vegetables, and would ask you not to send your child with chocolate, crisps or sweets of any kind please.

Our school participates in the Schools' Fruit and Vegetable Scheme, which provides every child from Reception to Year 2 with a piece of fresh fruit or vegetable every day at no cost.

Pupil Premium: Free School Meals

If you are in receipt of certain government benefits, your child may be eligible for Free School Meals (FSM). **This is different from infant free school meals** in that your child will continue to receive a daily free school meal once they enter KS2, free milk over the age of 5 and the school will also receive a pupil premium grant.

The pupil premium grant is funding provided to schools to help all pupils reach their full potential, regardless of their background or financial situation. Schools use the funding to improve the attainment of pupils who are eligible.

Eligibility for Pupil Premium:

- Children who have qualified for free school meals at any point in the past six years.
- Children who are or have been looked after under local authority care for more than one day.
- Children from service families.

If you think your child may be eligible for either FSM or pupil premium or if home circumstances change at any point, follow this link to see if you can benefit from free school meals: <https://lcc.cloud.servelec-synergy.com/parentportal> - a quick survey to see if free school meals can be provided for you. It can also help to bring in to school extra funding.

Time of the School Day

Mornings 9 a.m. until 12 p.m. **Afternoons** 1 p.m. until 3.30 p.m.

Gates open for the children to enter school at 8:45 a.m. with our day officially starting at 9 a.m.

The children will arrive and be picked up at the front of the school near main reception, through the outdoor classroom gate during the first term and then enter and leave through the playground gate after half term. If you are unavoidably delayed, please try to get a message to school to that effect.

Term Dates 2025/26

Autumn Term		
First day	Half term holidays	Last day
Thursday 4 th September	24 th October – 2 nd November	Friday 19 th December
Spring Term		
First day	Half term holidays	Last day
Tuesday 6 th January	14 th February – 22 nd February	Thursday 2 nd April
Summer Term		
First day	Half term holidays	Last day
Tuesday 21 st April	23 rd May – 31 st May	Wednesday 22 nd July

Car Parking

If you are coming to school in a car, please be mindful of local residents and their property when dropping off and picking up your children from school. Parking/driving congestion can be an issue. There is additional parking in the Village Hall carpark, just a couple of minutes' walk away from the school. Your co-operation in this matter makes life safer both for the school community and for our neighbours.

Absence & Attendance

Regular attendance at school is essential to ensure uninterrupted progress and to enable your child to extend their potential. We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school and learning. National expectation for schools is 96%.

Poor attendance can seriously affect your child's:

- attainment in school;
- relationships with other children and their ability to form lasting friendships;
- confidence to attempt new work and work alongside others.

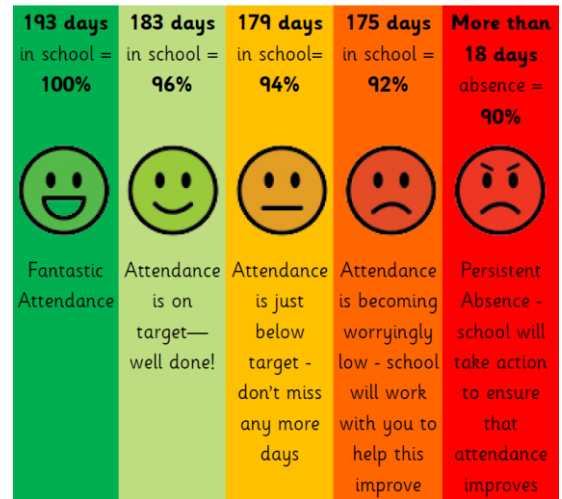
If your child is ill, please notify the office as soon as possible by telephone (01636 626 268).

If your child has sickness or diarrhoea, we ask that he/she does not return to school for 48 hours as this type of illness can be very infectious.

Due to amendments made to the Department for Education, holidays will not be authorised. If you choose to take your child out of school this will be unauthorised and you could be issued with a fine by the Local Authority (*more information on the following page*). If you feel an absence would be classed as a 'special circumstance,' then you need to put this in writing to the Head teacher (Martyn Wells).

Government Enforced Changes to Attendance & Absence

From August the government is introducing new rules that will increase the amount of money parents who are fined for taking their children out of school will need to pay - with County Councils expected to apply the measures comparably and consistently (*under the current rules it is the responsibility of the local authority to decide when to issue fines to parents - which means the process can vary from council to council across the country*). Please be prepared for a far stricter approach/enforcement by our Local Authority come September onwards.



Under the Education Act parents have a legal duty in England to make sure their child is getting an education when they reach compulsory school age. This is defined by law as the school term after they turn five to the last Friday in June in the school year in which they turn 16 by the end of the summer holidays.

From August all Local Authority schools will be obliged to consider a fine when a pupil misses 10 or more school sessions for unauthorised reasons. A session counts as either a morning or an afternoon in school. Therefore 10 missed sessions are the equivalent to five whole days of school.

Unauthorised reasons can include:

- Holidays;
- Days off;
- Feeling tired;
- Bad weather;
- Parent unwell to bring child to school;
- Child refusal;
- Birthday celebrations...

We love being part of your child's life and want them in school with us every day. It's an honour & a privilege to watch them grow... and it happens in a blink of an eye. We meticulously plan our curriculum so that it builds on prior learning & threads together various subjects to help children deepen their knowledge and appreciate how learning interweaves. Consistent attendance ensures the best chance at achieving the outstanding progress your child deserves.

As the Headteacher, I can only grant a leave of absence for exceptional circumstances.

The current penalty is £60 per parent, which rises to £120 if not paid within 21 days. From August 2024 when the new policy is introduced, the fine for school absences across the country will rise to £80 - per parent - if paid within 21 days, or £160 if paid within 28 days.

Under the new rules, education chiefs are also pledging to tackle repeat offenders and those who may choose to regularly allow their children to miss school in favour of paying the fine. If a parent is given a second fine for the same child within a three-year period, this fine will be charged at the higher rate of £160 with no option for a discount if paid early. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution may be considered. If you're prosecuted and have to attend court because your child hasn't been going to school, you could get a fine of up to £2,500.

The Department for Education expects children to attend school every day that it is open - unless they are ill; and if your child is missing - without permission in advance from the headteacher - then families may risk a fine if the number of absent days breaches the threshold.

The Department for Education says there has been a 'worldwide rise' in absence and persistent absence from school since the pandemic, which broke the habits of coming to lessons each week combined with other barriers such as mental ill health.

First Day Checklist

- Coat;
- Book bag;
- Lunch box/bag (if your child is having a packed lunch);
- Water bottle;
- PE kit (navy or white t-shirt, navy shorts & plimsolls)

Please remember to label *everything*.



Supporting Your Child

You will receive regular newsletters which will inform you about topics the children will be covering, key dates and events in school etc. You can help them at home by talking about these topics, sharing books from the library or looking on the internet, and perhaps visiting related places of interest.

Once they have settled into school, the children will bring home reading books to share (these may not have any words in at first) and letter sounds to learn. The staff will explain this 'homework' to you and will be happy to suggest ways in which everyday activities can become learning opportunities.

Staying Informed

Our aim is to keep parents/carers informed of all that happens in school. Our weekly newsletters are written by the Head teacher. To keep our community informed we use:

- Parent Mail & Parent Text (email & texting service)
- Our website (www.claypoleprimary.org)
- Class DoJo
- Newsletters;
- X (aka Twitter) ([@ClaypolePrimary](https://twitter.com/ClaypolePrimary)) Facebook (www.facebook.com/ClaypolePrimary)
- YouTube Channel ([@ClaypolePrimarySchool](https://www.youtube.com/channel/UC...))
- Parent's evenings & workshops;
- Reminders to children at the beginning of Collective Worship and at the end of the day.

We strongly encourage you to sign up to ParentMail and follow us on social media. Once the admissions form is returned to school, our Administration Team can enter your name and your child(ren)'s name onto the system and you will receive a text message or an email asking you to sign up to ParentMail. Teachers also share their curriculums at the start of each term - this goes on the class webpage - to keep parents informed of what is planned for their child/ren around their learning themes they will be doing that term and how parents can support and help. If you feel you may be missing key information coming from our school, please let us know as soon as possible.

'Open Door Policy'

We are keen to build and strengthen relationships with all our parents/carers so we can work in partnership to support the children. We have an open-door policy where staff are available at the beginning and end of the day if you would like to talk to them. You can also make appointments to see the class teacher through the school office.

First Aid

Basic first aid is given at school when necessary by qualified First Aiders. If an accident needs hospital attention we will make every effort to contact parents. We ask parents to ensure all contact details are kept up-to-date so that we can contact you in case of an emergency. All injuries are recorded.

Medicine

The school has responsibility for the safety and welfare of pupils and regularly reviews arrangements to ensure that the medical needs of the pupils are met at school. There may be times when children attending school need to take medication during the school day. Any such medicines needed by a child during the school day should be brought to school in the smallest practicable amount by the parent/carer, not the pupil and be delivered personally to the Admin staff in the office or Head teacher. These medicines must be in the original bottle/packaging in which prescribed, clearly labelled with the:

- Pupil's name
- Contents
- Dosage
- Date

Parents will be asked to complete a written request for the school to administer medication. Medicines in school are kept in a locked cupboard or in a refrigerator, away from the pupils. A record is kept of all medicines administered.

Asthma inhalers are prescribed medication and parents are asked to complete a Parent Request Form on their child's entry into school.



As children may need immediate access to their inhaler (Blue Relievers) they are kept on the child's person or in a safe and readily accessible place. Inhalers should be taken to sporting events and used prior to or during exercise if an episode of asthma occurs. Parents are encouraged to provide the school with full information about their child's medical needs.

Those children who have a known **nut allergy** must supply school with an Epi-pen. Staff are trained to administer this should an emergency arise.

Claypole PTFA

We have an active PTA which raises additional funds for the children. Every parent is automatically a member and the function is to develop closer links between the parents, teachers and our community and to provide financial support towards educational resources, experiences and equipment. The events are organised throughout the year.

We welcome any ideas for fundraising and encourage parents/carers to share these with us. Information about meetings are shared with parents/carers and you can find more information on the school website. We would love for you to come and share your ideas and talents with our school.

You can also visit: www.facebook.com/ClaypolePTFA



Wrap Around Care



Please ask for more information about our Wrap Around Care provision.

Contact Details

The Claypole Church of England Primary School,
School Lane, Claypole, Newark NG23 5BQ

Telephone: 01636 626268

Website: www.claypoleprimary.org

Twitter: [@ClaypolePrimary](https://twitter.com/ClaypolePrimary)

Facebook: www.facebook.com/ClaypolePrimary

YouTube: [@ClaypolePrimarySchool](https://www.youtube.com/@ClaypolePrimarySchool)

General school enquiries: adminoffice@claypoleprimary.org

Special Educational Needs enquiries: lkurvink@claypoleprimary.org

Chair of Governors: Sarah Fisher (sfisher@claypoleprimary.org)

Vice Chair of Governors: Mark Street-Docherty (mstreet-docherty@claypoleprimary.org)

Clerk to Governors: Sara Booth (sara.booth@nottscc.gov.uk)

Headteacher: Martyn Wells (mwells@claypoleprimary.org)

EYFS & Key Stage 1 Leader: Lynn Kurvink (lkurvink@claypoleprimary.org)

Key Stage 2 Leader: Elizabeth Silby (esilby@claypoleprimary.org)

Office Administrator: Michelle Fitzgibbons (adminoffice@claypoleprimary.org)

Administrator Assistant: Thomi Doney



For tours of school, phone 01636 626 268

